

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV00421338

DATE POSTED: 07/01/21

POSITION NO: 241371

CLOSING DATE: 07/15/2021 by 5pm

POSITION TITLE: Gaming Surveillance Manager

DEPARTMENT NAME / WORKSITE: OPVP / NNGRO/ Fire Rock Navajo Casino, Church Rock, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BJ68A

WORK HOURS: 8:00am - 5:00pm PART TIME: ☐ NO. OF HRS./WK.:          \$ 61,401.60 PER ANNUM

SENSITIVE ☐ SEASONAL: ☐ DURATION :          \$ 29.52 PER HOUR

NON-SENSITIVE ☒ TEMPORARY: ☐         

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, plans, manages, guides and oversees the surveillance operations at the Fire Rock Navajo Casino. Coordinates and administers activities of the surveillance staff; monitors and ensures all Tribal and State Gaming Compacts, Navajo Nation Gaming Ordinance and Gaming Regulations (including NIGC Minimum Internal Control Standards) are applied to gaming violations; reviews all surveillance shift reports and incident reports to ensure accuracy and timeliness of reporting to all appropriate staff and law enforcement when applicable; conducts regular on-site monitoring of surveillance activities and provides feedback. Keeps the NNGRO management apprised of surveillance activities, training, and personnel concerns that may affect surveillance operations; reports surveillance activities and/or status reports on surveillance incident reports, including evidence being used to support investigations. Provides expertise and guidance on proper techniques used in detecting cheating in casino gaming or unusual, irregular or illegal gaming activities; monitors staff performance and conducts timely performance evaluation on surveillance staff; coaches and mentors staff to increase productivity and correct deficiencies in job performance; conducts regular staff meetings to keep staff informed of operational issues. Develops and maintains statistical data/methods to track surveillance incidents and violations; performs statistical analysis of surveillance activities and disseminates progress reports to provide status and to identify trends in compliance violators and/or patron incident identified by surveillance staff; meets with casino management as directed by ED on request for surveillance of casino employees and/or casino departments; develops and recommends new and/or revisions to internal controls, policies and procedures for surveillance operations; implements and evaluates new and revised internal control procedures; participates in and/or provides recommendations for the annual budget process, participates in revision and/or development of policies and procedures affecting the activities of tribal gaming at the Navajo casinos. May be assigned other duties necessary to accomplish the goals and objectives of the NNGRO.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Criminal Justice, Criminology, Business, Public Administration or closely related field; and five (5) years of gaming, gaming regulatory or closely related work involving casino surveillance experience, two (2) years of which must have been in a supervisor capacity and must have demonstrated leadership; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Must possess a valid state drivers license.
- Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Gaming Regulatory Office.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Must obtain a NN vehicle operator's permit within 90 days of hire. Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Working knowledge of progressive discipline processes. Knowledge of Federal, State and Navajo Nation laws, rules, regulations, practices and procedures related to gaming surveillance activities, knowledge of surveillance software and equipment, knowledge of the principles, practices of policies and procedures development and implementation, skill in developing statistical data and reports, skill in applying surveillance principles in an Indian Gaming setting. Proficient in Microsoft office software or other computer applications. Exposure to second-hand smoke and high level of noise at the casinos.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**

# JVA PROCEDURES

DPM will utilize the JVA from a prior advertisement or standardize JVA when DPM becomes aware of a vacancy or is informed there will be a vacancy and provide notice to the program that the position will be advertised on the next vacancy listing.

If JVA has not been standardized programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

To assist DPM in conducting the assessment, provide the description of the duties and responsibilities to be performed for your program. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written justification request or email to DPM.

FOR PROGRAM USE ONLY			
Contact Person:	<u>Shileen Livingston</u>	Phone:	<u>(928) 871-6712</u>
		Email:	<u><a href="mailto:sblivingston@navajo-nsn.gov">sblivingston@navajo-nsn.gov</a></u>
Prepared by:	<u>Shileen Livingston</u>	Title:	<u>Administrative Assistant</u> Date: <u>05/27/21</u>
Approved by:	<u>Michele T. Jones</u>	Title:	<u>Delegated Executive Director</u> Date: <u>05/27/21</u>

FOR PERSONNEL USE ONLY		
Dept. No: _____	Business Unit #: _____	Budget Amount: _____
Occupied? _____	Vacancy Date: _____	Position Status Date: _____
Classified Title: _____		
Reviewed by: _____		Date: _____
Revised: 03.05.18		